



**PERSONNEL SECURITY PROGRAM MANAGEMENT**

AFI 31-501, 2 May 1994, is supplemented as follows. An \* indicates changes since last revision.

\*2.1 The Electronic Personnel Security Questionnaire (EPSQ) is used at Maxwell AFB and Gunter Annex by all units supported by 42d Security Forces Squadron. When the Personnel Security Investigation (PSI) is ready for submission, subject calls the Personnel Security Office (42 SFS/SFAIP) for an appointment. The individual brings a disk containing the EPSQ file, unsigned printed copy of the SF 86, **Questionnaire for National Security Positions**, from the EPSQ program, completed AF Form 2583, **Request for Personnel Security Action**, completed DD Form 1879, **DOD Request for Personnel Security Investigation**, (if required) and a validation page from EPSQ program signed by unit security manager verifying the form is error-free and the Security Clearance Package Checklist.

\*2.2. The individual being investigated has 30 days from initial notification to submit completed paperwork to 42 SFS/SFAIP.

\*3.2.2. (Added) When an individual signs the SF 312, **Classified Information Security Program Data**, mail it to one of the following addresses:

\*3.2.2.1. (Added) Military: HQ AFMPC/DPMDOMIA, Randolph AFB TX 78150-6001

\*3.2.2.2. (Added) AF Reservist: HQ ARPC/DSMM, Denver CO 80280-5000

\*3.2.2.3. (Added) Civilians: The local servicing personnel office, 42 MSS/DPC, Bldg 804, Maxwell AFB AL 36112-6610

3.4.3. A single agency check (SAC) is conducted on the spouse or cohabitant as part of an Single Scope Background Investigation. It is also conducted on the subject's immediate family members, 18 years of age or older, who are foreign born. The EPSQ program automatically builds the information necessary to complete a SAC. SACs are also accomplished on a new spouse of any military or civilian member possessing a top secret clearance who is married after an investigation is conducted.

3.4.3.1. (Added) The individual possessing the clearance completes a DD Form 1879 using current information. In block 5 (this request is for block) check "Other" and in the space below write in "Spouse SAC." It is not necessary for the supervisor to sign the DD Form 1879.

3.4.3.2. (Added) The spouse utilizes a hard copy of an SF 86. Complete sections 1-6 and 8. If the spouse is a U.S. citizen born abroad to U.S. parents, he or she must complete the parents and relatives section.

3.4.3.3. (Added) The unit security manager must make a copy of the DD Form 1879 and SF 86 and retain in personnel file until investigation is complete.

\*3.4.3.4. (Added) The person possessing the clearance takes the completed forms (DD Form 1879 and SF 86) to 42 SFS/SFAIP who submits the package to DSS/PIC, PO Box 18585, Baltimore MD 21240-8585.

3.5. Personnel requiring unescorted entry to restricted areas require as a minimum a favorable entrance national agency check (military), national agency check (civilian) and national agency check, plus written inquiries (Office of Personnel Management federal civilians). Non-US nationals require a SSBI for Priority A or B resources and a national agency check for Priority C.

3.6. The unit security manager is responsible for reviewing their unit's Automated Security Clearance Approval System (ASCAS) rosters, military and civilian, on a monthly basis checking for personnel requiring periodic reinvestigations (PR). Personnel who are improperly matched to a Security Access Requirement (SAR) coded position (for example, individual has a secret clearance and is in a top secret coded position) and personnel whose clearance eligibility shows as either unknown or invalid, the security manager is responsible for correcting these problems within their unit as quickly as possible.

\*5.1.3. Catch'Em in Continental United States (CONUS) (CEIC) is a program to initiate a PSI on individuals scheduled for an overseas permanent change of station (PCS) within 180 calendar days who require a SSBI or a periodic reinvestigation (applies also to personnel going PCS to Shemya AFB AK). The 42 SFS/SFAIP section must have these PSIs as soon as possible to allow adequate time for the local Defense Security Service (DSS) agent to conduct the initial interview. Prompt processing and timely completion are the keys to the success of this program.

\*7.6. Unit security managers accomplish tracer actions using PCIII. Time requirements are as follows:

\*7.6.1. (Added) SSBI: 220 days after submission

\*7.6.2. (Added) PR: PR has been pending more than 1 year

\*7.6.3. (Added) Supports a controlled PRP position (use 100 day point)

\*7.6.4. (Added) Supports a critical PRP position (use 130 day point)

\*7.6.5. (Added) Support a NATO position (use appropriate window )

\*7.7.1. When no clearance eligibility is listed in the ASCAS, provide the following information to the 42 SFS/SFAIP:

\*7.7.1.1. (Added) Civilians provide full name, SSAN, place of birth, date of birth and full service and military (if any) history. Annotate any breaks in service

\*7.7.1.2. (Added) Military provide same information as above

\*7.7.1.3. (Added) If individual was an ROTC or Academy graduate, provide the date entered ROTC or Academy, date graduated, commissioning date and date entered active duty

\*8.1. When the subject of a PSI refuses to provide or permit access to relevant information, suspend the individual's access and unescorted entry authorization and establish a special information file (SIF).

\*8.3. The squadron commander makes the determination whether to suspend an individual's clearance based on the establishment of a SIF. This also applies to access to restricted areas; however, if access to restricted areas is not suspended, the decision must be coordinated with the owner of the restricted area.

\*8.4.1. Return correspondence notifying a proposed establishment of a SIF to 42 SFS/SFAI within 10 calendar days of receipt.

\*8.4.2. Unit commanders update SIF access letters annually.

\*8.6. Submit updates to 42 SFS/SFAIP.

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